



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: August 3, 2004

CLASSIFICATION: **ASSOCIATE BUDGET ANALYST**
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: **August 24, 2004 or UNTIL FILLED**

SALARY: \$4111 – \$4997 per month

POSITION LOCATION: OMB, Financial Management Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Acts as the primary budget contact for various divisions and performs technical work of average to difficult complexity as it relates to the development of the Department's budget; analyzes and establishes line item Personal Service and Operating Expense budgets by division; analyzes Budget Change Proposals and Finance Letters including preparing costings and coordinating narrative and fiscal adjustments with programs and the Department of Finance; prepares Schedules 2 (Changes in Authorized Positions), Schedules 7A (Wages and Salary Supplement to the Governor's Budget), Schedules 8 (Supplementary Schedule of Salary and Wages), and other support schedules as needed for the Governor's Budget; approves/denies Form 607s (Change in Established Positions); maintains position control records; prepares responses to control agencies as well as meeting and briefing Executive Staff as required. Other responsibilities include: preparing line-item portions of the department's budget; providing technical information on the financial status of assigned programs; providing monthly projection of year-end expenditures and revenue for assigned programs, organizational divisions and line items; assisting in the preparation of reports to executive management on the department's financial condition; and working closely with accounting and program staff to resolve budget, revenue and expenditure-related issues.

DESIRABLE QUALIFICATIONS

- ◆ Experience in the principles and practices of government budgeting and accounting.
- ◆ Knowledge of financial and budget procedures and laws relating to financial administration, research techniques and statistical procedures.
- ◆ Ability to develop various types of budget documents, analyze and resolve difficult budget problems, analyze situations accurately and develop an effective course of action.
- ◆ Establish and maintain a good rapport with control agencies.
- ◆ Ability to adjust to shifting priorities and meet workload deadlines.
- ◆ Communicate effectively both orally and in writing.
- ◆ Ability to take initiative and be a self-starter.
- ◆ Familiar with Personal Computer utilizing Microsoft Word, Excel, etc.

WHO MAY APPLY – State employees who are currently at the Associate Budget Analyst level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) and employees with Surplus or SROA status are encouraged to apply. For further technical information regarding the position, please contact Crystal Goto at (916) 322-4996 or CALNET 8-492-4996. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#OMB04- 100** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#OMB04-100)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA #OMB04-100 dn

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.